

A
Action Plan is the part of the Person-Centered Plan that outlines the Person's desired outcomes or personal goals and primary supports and services, and lists assignments/actions for each supporter of the Person (i.e., tells who is going to do what for the Person).
ADA means Americans with Disabilities Act of 1990.
Agency Actions are actions taken by the Division that deny, defer, or change services to an Applicant applying for, or a Person receiving, Division funding.
Applicant is an individual or a representative of an individual applying for determination of eligibility, based on a disability, and for funding from the Division for support.
Application for Certification is documentation that the employee has completed the Division requirements to provide Medicaid services. This is verified by the Support Coordinator .
APS means Adult Protective Services.
Authorized Administrator is an individual designated, by the Person receiving services, to assist the Person in managing their services and the responsibilities of their grant.
Authorized Spending Limit is the overall funding level approved for the Person . The authorized spending limit is determined by application of a formula based on a standardized needs assessment. It is a dollar range that helps the Team determine how the Person will be supported.
Autonomy is an ethical principle that proposes that all adults are competent until a court decides that incompetence exists. It embodies the concept of self-determination and supports the ability of a Person to make decisions for him or herself consistent with the Person's beliefs and values. To act autonomously a Person , therefore, must have an established set of values by which to measure his or her own interests.
B
C
Case Manager or CM (see Support Coordinator)
CHEC (see Early and Periodic Screening Diagnosis and Treatment)
Client (see Person)
Code of Federal Regulations or CFR is a codification of the general and permanent rules published in the Federal Register by the Executive departments and agencies of the Federal Government. The CFR is divided into 50 titles, which represent broad areas subject to Federal regulation. Each title is divided into chapters; usually the chapter title is the name of the issuing agency.
Community Living Support is any residential service or support designed to meet the unique needs of the Person (e.g., group home, supervised living, supported living, extended residential, companion services, host home, and professional parent).
Consent is an informed agreement, which is expressed in writing and is freely given.
Consumer (see Person)
CPS means Child Protective Services.

D
Day Support is support for work activity, community inclusion and contribution, facilitation of independence and stimulation of social interactions with others. (e.g., site and nonsite-based day support, school vacation, summer vacation and senior supports). Day Supports usually take place during daytime hours, although the support can take place anytime in a 24-hour period.
DD (see Developmental Disabilities)
DD/MR means Developmental Disability/Mental Retardation .
Department is the Department of Human Services. This is the Department under which the Division is organized.
Developmental Center is the Utah State Developmental Center (formerly the Training School). It is a state-run Intermediate Care Facility for Persons with Mental Retardation and related conditions located in American Fork, Utah. The center provides residents with comprehensive supports.
Developmental Disability is disability attributable to Mental Retardation , cerebral palsy, epilepsy, autism, or another neurological or other condition closely related to Mental Retardation . These types of disabilities begin before the age of twenty-two and are likely to continue indefinitely.
DHS (see Department)
Disability is defined as Mental Retardation , Developmental Disability , physical disability or brain injury that qualifies a Person under Division eligibility policy for receipt of Division funds.
Dispute Resolution is the process used to resolve disagreements between a Person and a Division employee or Agency Action .
Division (see Division of Services for People with Disabilities)
Division Director is the employee of the State of Utah who directs the Division .
Division of Rehabilitation Services is the State of Utah agency, within the Department of Education, responsible for administration of state and federal funding for persons with eligible disabilities and financial conditions who need employment services. Some services offered are dependent on financial eligibility. The Division of Rehabilitation Services may provide funds for a variety of training, education, or services related to getting or holding a job, e.g., classes at a university, college, or applied technology center, purchase of uniforms, shoes, a bus pass, rent, taxi service, or counseling.
Division of Services for People with Disabilities is the State of Utah agency within the Department of Human Services, responsible for administration of state and federal funding for people with disabilities who need support for developmental disabilities, personal assistance or brain injury.
DRS (see Division of Rehabilitation Services)
DSPD (see Division of Services for People with Disabilities)
Due Process is a procedure for resolving grievance and dispute.
E
Early and Periodic Screening Diagnosis and Treatment or EPSDT is a preventive health care program for Medicaid eligible Persons under the age of 21 that promotes good health by finding and treating medical, dental, developmental and emotional problems that could become disabilities, develop into illness, slow growth rate or hamper school or work performance.
Early Intervention is service or education for infants, toddlers, and preschool-age children with disabilities. It is the responsibility of the Department of Health.

Employee is the individual that the **Person** hires to provide support.

Employee Agreement is a contract between the employer and the **employee** that defines the responsibility of the **employee** to provide specific supports to a **Person**. It also defines the **employees** responsibilities as a **Medicaid** provider

F

FACT or **Families, Agencies and Communities Together** is defined in Utah Code Annotated 63-75-4. **FACT** works to promote prevention and early intervention services; increasing public understanding of and advocating for the needs of Utah's children and youth who are at risk; and establish policies to remove administrative barriers to collaboration in communities; allow frequent opportunities for planning between teachers, parents, school administrators, and representatives of agencies and community-based service organizations that provide services; and provide frequent monitoring and assessment of each child's and youth's progress.

Family Support provides assistance to families so they can care for family members with disabilities at home. The support includes but is not limited to, family assistance and training for the person or the person's family members, respite care, cash assistance, transportation, equipment, and therapeutic services.

Family Council is the local group of **Parents** within each **Region** of the state charged with providing guidance and direction to the **Region** concerning implementation of **Family Support**.

Family Service Plan or **FSP** is a plan written for the delivery of family support and/or respite care. The child's **Support Coordinator** writes the plan for a family with a child who has a disability. The **Family Service Plan** may combine the requirements of an **Individual Support Plan** and a **Person-Centered Plan** (sometimes called the Family-Centered Plan). The **Family Service Plan** includes information on the child's present level of functioning, a statement of family strengths and needs, as related to the child, major outcomes expected, and services needed.

Fee-for-Service is funding to a **Provider** on a service-by-service basis.

Fiduciary is a special relationship of trust, confidence or responsibility in which one party occupies a superior relationship and assumes a duty to act in the dependent's best interest. This includes a trustee, **Guardian**, counselor or institution, but it could also be a volunteer acting in this special relationship.

Fiscal Intermediary or **Fiscal Agent** is a non-risk bearing entity that is hired to perform fiscal, legal, and management duties.

Form is a standard document required by policy, procedure or law under **Division** policy.

FPL means Federal Poverty Level.

FS (see **Family Support**)

FSP (see **Family Service Plan**)

G

Grant is an allocated budget through which supports are to be purchased.

Guardian is someone appointed by a court to be a substitute decision maker for a person deemed to be incompetent of making informed decisions. The powers of a **Guardian** are determined by a judge and may be limited to certain aspects of the **Person's** life.

H

Handicap is an archaic term for disability.

HCFA or **Health Care Financing Administration** is the federal agency that administers the Medicare, Medicaid and Child Health Insurance Programs. These programs provided health insurance benefits for over 74 million Americans in 1999 through the fee-for-service or managed care plans.

Hearing Request is an oral or written request made by a **Person/Representative** for a hearing concerning a

denial, deferral or change in service.

Human Rights Committee is a third-party **Provider**-sponsored mechanism designed to adequately safeguard the legal rights of **Persons** by reviewing informed consent and the development of behavior programs, monitoring psychotropic medication, and monitoring to allegations of abuse or neglect.

Human Rights Council is a **Division**-sponsored group designed to adequately safeguard the legal rights of **Persons** by offering ongoing technical assistance to Provider Human Rights Committee and review of decisions through an appeal process.

Human Service Administration Building is the administrative headquarters of the **Department** and the **Division** located at 120 North 200 West in Salt Lake City, Utah.

HRC (see **Human Rights Committee**)

HUD means Housing and Urban Development. **HUD** is a federal agency that provides Section 8 rental assistance for persons with disabilities.

I

ICF/MR means Intermediate Care Facility for Persons with **Mental Retardation**. These facilities provide residential services for eligible **Medicaid** recipients.

IDEA means Individuals with Disabilities Education Act. **IDEA** is Federal legislation requiring a free and appropriate public education for all students, requiring states to provide students with disabilities with adaptations and education in regular classrooms or the least restrictive alternatives possible.

IEP (see Individualized Education Plan)

IFSP (see **Family Service Plan**)

Immunization The administration, usually by injection, of serums as a means of making one immune from developing specific diseases, such as DPT-Diphtheria, Pertussis, Tetanus; MMR-Measles, Mumps, Rubella; OPV-Oral Polio Vaccine; and HIB-Hemophilus Influenza-Type B.

Inclusion is the opportunity to participate in all activities available in a community; for example, education in a traditional classroom. **Inclusion** is the process of enabling **Persons** with disabilities to live, work and participate socially in the same places as others who are not labeled "disabled." **Inclusion** is also used by educators to refer to the integration of children with disabilities into regular classes for part or all of the school day.

Independent Living is a community living situation in which a person with disabilities lives by him or herself with limited assistance from others.

Individualized Education Plan is an educational plan for a specific student written by a multidisciplinary team stating learning objectives and steps to meet the objective within a given time frame.

Individual Service Plan (previously "Individual Support Plan") is the plan that defines general services to be provided in accordance with the **Person-Centered Plan**. This plan, which must be updated and signed annually, is the responsibility of the **Support Coordinator**.

Informed Consent is a decision based on knowledge of the advantages and disadvantages and implications of choosing a particular course of action.

Informed Consent Matrix Assessment Tool is a process and assessment used by the **Division** to determine a **Person's** ability to make decisions. The tool assists the **Division** in determining when a **Person** may benefit from a court appointed **Guardian**.

Intake involves activities performed by a **Support Coordinator** to determine eligibility. **Intake** includes gathering information necessary to determine eligibility and providing an **Applicant** with notice of the outcome of the determination.

Integration (see Inclusion)
Intelligence Quotient is a derived score from an intelligence test that provides information as to how an aptitude for learning compares to other peers.
Interdependence includes multiple interactive relationships necessary to create a sense of belonging and support. These relationships are mutually sought, sustained over time, and are beneficial to everyone involved.
IQ (see Intelligence Quotient)
J
K
L
Least Restrictive Environment is the environment allowing the most independence commensurate with the Person's abilities. The term is used in a variety of contexts and implies a range of alternatives.
Least Restrictive Alternative is a policy based on the belief that Persons with disabilities should be free to live as they please and that when supports are needed, the services should be designed to maximize the developmental potential of the Person and be provided in the setting that is least restrictive to personal liberty.
Local Interagency Council is defined in Utah Code Annotated 63-75-5.7. The primary goal of the Council is to improve service delivery to children and youth at risk, who are experiencing multiple problems, and who receive services from more than one state agency.
M
Mainstreaming (see Inclusion)
Managed Care is the use of strategies that seek to maximize the value of services by controlling the cost and use of services. Under Managed Care quality is promoted and measured to ensure cost effectiveness.
Medicaid is a federal funding source that requires a state match authorized under Title XIX of the Social Security Act that provides health care assistance to qualified Persons . In addition, other available medical benefits are outlined annually in a Medicaid State Plan and include many different health related services.
Medicare is a federal health insurance program run by the Health Care Financing Administration that includes both hospital and medical insurance.
Mental Retardation is a type of disability manifested by significantly below average intellectual functioning, (e.g., a score of 70 or below on the Wechsler Intelligence Scale for Children or Adults, WISC III or WAIS III or a score of 68 or below on Stanford-Binet, Fourth Edition) existing concurrently with related limitations in two or more adaptive skill areas: self-care, expressive and/or receptive language, mobility, capacity for independent living, self-direction, or economic self-sufficiency.
Monthly Summary is the documentation review and evaluation of the implementation and results of a specific Support Strategy . The Person or Provider who is assigned the Support Strategy in the Action Plan completes the Monthly Summary and turns it into the Support Coordinator on a monthly basis.
MR (see Mental Retardation)
N
Natural Support is support and resources provided in the community by family, friends, neighbors and others who are not paid to provide such supports.
Need is the Person-Centered Supports defined by the Person or within the context of the way in which the Person chooses to live.
O
OBRA or Omnibus Budget Reconciliation Act is the 1987 act applying to persons residing in or moving into

nursing facilities.

OR or Office of Rehabilitation is the office under the Department of Education that oversees the Division of Rehabilitation Services.

P

PASS means Plan to Achieve Self-Sufficiency. PASS is the federal provision allowing a person receiving Social Security to set aside some of the money received to help achieve self-sufficiency without losing benefits.

Payer of Last Resort is the term that refers to the understanding that **Waiver** funds will be used for the purchase of supports only after supports available through the state plan and all other resources for which the **Person** is eligible have been maximized.

Performance Objective is an instructional task that has the following criteria: a) who will do it; b) under what circumstances; c) at what time; d) the standard acceptable; and e) how to measure attainment.

Person as defined by the **Division** refers to someone who has been found eligible for **Division** funding for support services due to a disability and is waiting for or receiving services at the present time.

Person-Centered Plan is a written plan that reflects the **Person's** goals, wishes, stated needs, preferences, dreams, and/or vision of how that **Person** would like to live; determined by way of direct communication from the **Person** and those who know the **Person** best.

Person-Centered Planning is the action involved in developing the **Person-Center Plan** including assessment gathering information, conducting interviews and holding meetings with the **Person** and others who know the **Person** best.

Person-Centered Supports are supports articulated by the **Person** or that directly relate to a goal, preference, or outcome that the **Person** has identified as important. It is assumed that **Person-Centered Supports**, based upon quality of life as defined by the **Person** with a disability, are superior to the prescriptions given by professionals and paraprofessionals who come and go throughout the **Person's** lifetime. The **Person**--assisted by others in their chosen circle of support (Team) has the authority to define the way in which she or he would like to live and the array of supports that best meets personal goals and needs.

Person-Centered Budget is the **Authorized Spending Limit** set for the **Person** through which supports and services described in the **Person-Centered Plan** are to be provided. The development of the budget by or with the **Person** is the responsibility of the **Support Coordinator**.

Personal Outcomes are indicators or aspects of a high quality of life which when reviewed provide a measure of the person's current life situation and overall life quality.

Physical Disabilities Services means hands-on care, of both a medical (to the extent permitted by State law) and non-medical supportive nature specific to the needs of an adult with a physical disability.

Power of Attorney is the legal authority that allows someone to make decisions for a **Person** who is not able to do so.

Primary Provider is the **Provider Agency** that receives the most funding for service provision - usually the **Primary Provider** is the agency or individual providing **Community Living Support** or, if the **Person** receives no **Community Living Support**, the **Provider** of **Day Support**.

Provider Agency is any publicly or privately operated organization or business, including a **Self-Directed Corporation**, which provides service or supports for **Persons** who receive **Division** funding.

Provider is the staff or agency financially compensated and selected by the **Person/Representative** to deliver a support under an agreement made among the **Person/Representative**, the **Division**, and the staff or agency.

Psychotropic Medications are any medications used or prescribed primarily to improve mood, mental status, or behavior. Medications used primarily for seizure control, for example, are therefore not considered **Psychotropic**

Medications even though they may alter mood, mental status or behavior.
Q
QMRP means a Qualified Mental Retardation Professional as defined in Code of Federal Regulations 42 CFR 483.430.
Quality Enhancement (Quality of Life) is an assessment of a Person's meaningful relationships and activities from the Person's point of view that express the Person's satisfaction with life and Provider supports.
Quality Assurance is an organized set of activities intended to systematically ensure safety of Persons receiving Division funding and to encourage improved performance.
R
Region is a geographical area of the state of Utah selected by the Division . The Division has divided the state into four regions (Central, Eastern, Northern and Western). These regions in turn are divided into 20 local offices.
Region Director is the Division employee in charge of the Region .
Region Office is a subdivision of the Region . Region Offices are located in most cities and towns throughout Utah. The Region Office is the place Applicants apply for services and where Support Coordinators , Supervisors and Region Directors are located.
Rehabilitation is the process of restoring a person to useful activity after the Person has been ill or disabled. Rehabilitation is accomplished through education and therapy.
Representative is the term used by the Division to refer to a Person's legal representative. The legal representative may be the Person's Parents if the Person is a minor child, a court appointed Guardian or a lawyer retained by the Person . For example, certain policy provisions require the Division to provide written notice or to secure written consent to Person and Representative . Thus, if the Person is a minor or has a legal representative these provisions require the Division to notify the Person , the Person's parents and/or the Person's Guardian and/or attorney for consent.
Representative Payee is someone who manages the financial affairs of a Person receiving Social Security Administration payments with the approval of the Social Security Administration Office.
Resident is an Applicant or Guardian who shows a valid Utah driver's license or ID card, employment payroll check stub from Utah employer, workforce services registration form, house payment receipt for home in Utah, current rent receipt showing 30 days or more in Utah, Utah telephone book listing, tribal record correspondence, or who is physically present in Utah and provides a statement of intent to remain in Utah.
RFP means Request for Proposal. Generally, an RFP is issued to the public to request proposals from potential providers of service.
S
Section 504 is a section of the Vocational Rehabilitation Act amendment of 1973. Section 504 is often referred to as the civil rights clause for persons with disabilities. This legalization is considered the forerunner of the ADA. It prohibits discrimination against persons with disabilities. (See Federal Law Section of Manual for more information).
Self-Administered Model is a structure for the Person (with or without the assistance of an Authorized Administrator) or Representative to administer Division paid supports. This model allows the Person to hire, train and supervise employees who will provide direct support. Once the Person has been allocated a budget, a Grant will be issued for the purpose of purchasing specific services. Grant funds will only be disbursed to pay for actual services rendered. All payments will be made through a Fiscal Agent under contract with the Division . Payments will not be issued to the Person but will be issued to and in the name of the Employee .
Self-Administered Model Grant Agreement is a contract between the Utah Department of Human Services, Division of Services for People with Disabilities and a Person/Representative that defines the accountability and responsibility of the Person to administer the Grant funds.

<p>Self-Determination is the exercise and development of a Person's ability to make choices and experience (a) freedom to exercise informed choice among available options of services and supports, both traditional and non-traditional, (b) authority to control a defined amount of dollars to purchase only what is needed and valued, (c) support to nurture informal relationships that might augment, if not replace, some purchased services, and (d) responsibility to contribute to the community.</p>
<p>Self-Directed Corporation is a small group of family and friends who get together with a person with a disability to create a nonprofit organization to provide services solely for the person with a disability. Self-Directed Corporations are contracted Providers with the Division and are required to follow all Provider Agency policy unless otherwise stated.</p>
<p>Self-Directed Supports are supports defined and directed by the Person receiving services, with adequate and appropriate information and with the assistance of legal representatives, family members, and others in the Person's Team.</p>
<p>Socialization is the process whereby a person acquires the knowledge, values, facility with language, social skills and social sensitivity to enable him or her to become integrated into and behave adaptively within society.</p>
<p>Specialist is an employee of the Division hired to oversee some aspect or program. Specialists usually work out of the State Office and specialize in quality enhancement, brain injury, personal assistance, policy, supported employment, behavioral intervention, community living, family services or training.</p>
<p>SSDI means Social Security Disability Income. SSDI is income received from a Federal benefit program sponsored by the Social Security Administration. The program provides benefits for Persons with disabilities or deceased parent(s). The amount of the benefit depends upon money contributed to the Social Security program either by the Person or the Person's parent.</p>
<p>SSI (see Supplemental Security Income)</p>
<p>State Eligibility Committee is the committee within the Division that determines eligibility of Persons with developmental disabilities whenever eligibility is in question.</p>
<p>State Office is the administrative office of the Division located in room 411 of the Human Services Building, at 120 North 200 West in Salt Lake City.</p>
<p>Supplemental Security Income is the income received from federal financial benefit programs sponsored by the Social Security Administration.</p>
<p>Supervisor is an employee of the Division who oversees a group of Support Coordinators within a Regional Office.</p>
<p>Support is assistance for portions of a task which allows the Person to independently complete other portions of the task or to assume increasingly greater responsibility for performing the task independently.</p>
<p>Support Coordination is the process for determining eligibility and linking the Person/Representative with appropriate service programs, and monitoring progress paid and unpaid supports. Support Coordination is provided by state employees called Support Coordinators who work out of Region Offices through out the state of Utah.</p>
<p>Support Coordinator (previously case manager) is an employee of the Division who completes written documentation of supports and determination of eligibility and support needs.</p>
<p>Support Network (see Team)</p>
<p>Support Strategies (previously the "Individual Program Plan") is the implementation plan that details how and by whom services and supports identified by the Person-Centered Plan will be delivered, how support delivery will be coordinated among Providers, and how progress towards the intended outcome will be documented and communicated.</p>
<p>Supported Employment is paid employment for adults with Developmental Disabilities who, without long-term support of a job coach or other direct assistance are not likely to succeed in a regular job.</p>
<p>T</p>

Targeted Case Management is case management service provided as a Medicaid benefit for a specific target group of Medicaid recipients who have a developmental disability and who meet the program eligibility criteria.
TBI or Traumatic Brain Injury is any injury to the brain caused by an external physical force or illness resulting in total or partial functional impairment.
TCM (see Targeted Case Management)
TDD means Telecommunications Device for persons who are Deaf.
Team is a group of people who make up a circle of support. Members of the circle of support are invited to participate in the planning and delivery of services and supports by the Person. Ideally, those in a Person's Team have a well-established relationship with the Person and an ongoing commitment to the Person . Members of the Team may include the Person applying for or receiving services, his or her parents, Guardian , the support coordinator, friends of the Person , and other professionals and Provider staff working with the Person . The Team develops the Person-Centered Plan .
Team Meeting is a meeting of anyone working with or having an interest in a Person's services and supports.
Title IX of the Social Security Act establishes the Medicaid program.
Title XIX (Medicaid) is the federal program that provides funding for programs and services to be offered to Persons with Developmental Disabilities .
U
UCA (see Utah Code Annotated)
UDHS (see Department)
USDC (see Developmental Center)
USSDS or Utah Social Services Data System is a computerized system used by the Division to track consumer information. The USSDS furnishes demographic, program enrollment and billing information.
UTA or Utah Transit Authority is the Utah metro area public transportation system.
Utah Code Annotated is the State statute authorizing State agencies. Utah Code Annotated 62a-5-101 authorizes the Division to oversee services for Persons with disabilities.
Utilization Review is a technique employed in managed care systems to evaluate the extent to which certain services are used by certain Persons or groups.
V
Vocational Rehabilitation or VR is preparing any person with a disability for useful and purposeful employment through on-the-job training and use of rehabilitative or adaptive equipment.
W
WAIS or Wechsler Adult Intelligence Scale is a standardized intelligence test.
Waiver is the Medicaid approved plan for a state to provide home and community-based services to Persons with disabilities in lieu of institutionalization in a Title XIX facility. The U.S. Department of Health and Human Services Health Care Financing Administration and Utah Division of Health Care Financing must approve the Waiver request. The Division has three Waivers : 1. Developmental Disabilities/Mental Retardation, 2. Personal Assistance, and 3. Brain Injury. Waiver services include supports and services paid in part by federal Medicaid funds such as community living, day/work support, employment, family support, etc. The Developmental Disabilities/Mental Retardation Waiver authorizes federal Medicaid funding for supports provided for eligible adults with developmental disabilities or mental retardation. The Personal Assistance Waiver authorizes federal Medicaid funding for supports provided for eligible persons with physical disability. The Brain Injury Waiver authorizes federal Medicaid funding for supports provided for eligible persons with brain injury.

WISC or **Wechsler Intelligence Scale for Children** is a standardized intelligence test.